United Nations ST/AI/2014/2

Secretariat

16 April 2014

Administrative instruction

System of daily subsistence allowance

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolutions 58/270 of 23 December 2003 and 67/254 A of 12 April 2013 and staff rule 7.10 by further defining the conditions and modalities for the payment of daily subsistence allowance, promulgates the following:

Section 1
Purpose and scope

1.1 Staff to whom daily subsistence allowance is payable under staff rule 7.10 shall normally be paid such allowance in accordance with a schedule of standard rates established periodically by the International Civil Service Commission (ICSC) and in line with the provisions of the present administrative instruction.

1.2 In accordance with staff rule 7.10 (b), the daily subsistence allowance (also referred to herein as "subsistence allowance" or "allowance") shall comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other such payments made for services rendered during official travel.

1.3 The provisions of the present instruction shall apply to:

(a) Staff members under conditions established in staff rule 7.10;

(b) Eligible family members as defined in staff rule 7.2 in accordance with staff rule 7.10 (e);

(c) Members of organs and/or subsidiary organs, committees, councils and commissions of the United Nations. The payment of the allowance to such individuals shall be made in accordance with the provisions of the present instruction and the provisions of Secretary-General's bulletin ST/SGB/107/Rev.6, or as superseded;

(d) All other authorized United Nations travellers, including consultants and individual contractors. The payment of the allowance to such travellers shall be on the same basis as staff members, except where otherwise expressly provided.

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Section 2
Standard daily subsistence allowance rates

2.1 Except as provided under staff rule 7.10 (d), the payment of the subsistence allowance shall be made in accordance with a schedule of rates established by ICSC.

2.2 The rate for the daily subsistence allowance applicable to official business travel shall be determined in accordance with the period spent at a particular location within any one authorized journey or tour of duty away from the official duty station, as indicated below.

At all duty stations other than New York

(a) The "first 60 days" rate for the particular location shall apply during the first 60 days, whether consecutive or cumulative, at that location except as provided in (b) below;

At New York

(b) In the case of New York:

(i) The "first 30 days" rate shall apply during the first 30 days, whether consecutive or cumulative; and

(ii) The "second 30 days" rate shall apply from the 31st until the 60th day, whether consecutive or cumulative;

At all duty stations

(c) The "after 60 days" rate shall apply once the first 60 days, whether consecutive or cumulative, have elapsed.

2.3 The period spent at a particular location, for the purposes of section 2.2 above, shall commence on the date of the staff member's initial arrival. If the staff member departs from and returns to the same location, the period shall resume on the date of return to the location.

Section 3
Special rates of daily subsistence allowance

Special rates established by ICSC

3.1 The special rates established by ICSC for specified hotels in certain locations shall be payable subject to the following conditions:

(a) Certification by a senior official at the location of official business travel that good commercial hotels were not available and that the staff member did not share accommodations; and

(b) Presentation of hotel receipts by the staff member.

3.2 The special rates shall be payable:

(a) Only for the actual number of days the staff member remains in one of the specified hotels; and

(b) At the "first 60 days", "first 30 days", "second 30 days" or "after 60 days" rates, as appropriate, as provided in section 2 of the present instruction.

Special rates established by the Secretary-General

3.3 Special rates of daily subsistence allowance shall apply to staff members on official business travel after 120 days, whether consecutive or cumulative, at a particular location within any one authorized journey or tour of duty away from the official duty station.

3.4 The Assistant Secretary-General for Human Resources Management shall promulgate through an information circular[1] the special "after 120 days" rates of daily subsistence allowance in New York, Geneva and Vienna.

3.5 The special "after 120 days" rates for duty stations other than New York, Geneva and Vienna shall normally be 60 per cent of the "first 60 days" rate established by ICSC for the particular location.

Section 4
Daily subsistence allowance rates for officials other than staff members

4.1 Officials other than staff members who are at a rank equivalent to Assistant Secretary-General or above shall be paid daily subsistence allowance at the rate promulgated by ICSC, plus 40 per cent. The rate for those officials is subject to reduction after 60 days in any one location. After 60 days in any one location, the additional 40 per cent shall be based on the applicable "after 60 days rate" for the given location.

4.2 Officials other than staff members who are at a rank equivalent to the Director level (D-1 and D-2) shall be paid daily subsistence allowance at the rate promulgated by ICSC, plus 15 per cent. The 15 per cent additional amount shall not apply to rates payable after 60 days in any one location.

4.3 The additional 40 and 15 per cent added to the daily subsistence allowance payable under sections 4.1 and 4.2, respectively, shall be based on the applicable standard rate of the allowance as promulgated by ICSC. The additional 40 and 15 per cent shall not be added to the special rates of daily subsistence allowance for specified hotels established by ICSC.

4.4 When accommodation and/or all meals are provided free of charge by the United Nations, a Government or a related institution, the rate of the daily subsistence allowance shall be reduced as provided in section 5 of the present instruction. However, the reduction of the rate of the allowance shall not affect the calculation of the additional 40 or 15 per cent added to the allowance payable under sections 4.1 and 4.2, which shall continue to be based on the standard rate of daily subsistence allowance as promulgated by ICSC.

4.5 The rates payable under sections 4.1 through 4.4 above shall be rounded to the nearest dollar. The Secretary-General may establish special rates where circumstances so warrant and in accordance with the provisions of the present instruction.

[1] ST/IC/2013/6 or as superseded.

Section 5
Reduction of daily subsistence allowance rates

When accommodation and/or all meals are provided free of charge by the United Nations, by a Government or by a related institution, the rate of the daily subsistence allowance shall be reduced:

(a) By 50 per cent if accommodation is provided. This reduction shall apply irrespective of the type of accommodation provided free of charge, including accommodation in barracks, boats or tents;

(b) By 30 per cent if all meals are provided;

(c) By 80 per cent if accommodation and all meals are provided.

Section 6
Currency of payment

The rates for the first 60 days, which are established in United States dollars and in local currency, shall be paid in United States dollars, unless payment in the local currency is deemed more appropriate. For periods after the first 60 days, payment shall normally be in the local currency.

Section 7
Calculation of daily subsistence allowance

7.1 The amount of daily subsistence allowance payable to a staff member shall be determined in accordance with the duration of the official business travel as provided in sections 7.4, 7.5 and 7.6 below.

7.2 No daily subsistence allowance shall be payable in respect of travel on appointment, assignment, transfer or repatriation, except as provided under administrative instruction ST/AI/2012/1, entitled "Assignment grant", or for an approved unavoidable stopover actually made during such travel.

7.3 No daily subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant.

7.4 The daily subsistence allowance for official business travel of less than 24 hours shall be calculated as follows:

(a) If it involves a night away from the staff member's residence, a full day's allowance shall be paid;

(b) If it does not involve a night away from his or her residence:

(i) No allowance shall be paid for official business travel of less than 10 hours;

(ii) Forty per cent of the allowance shall be paid for official business travel of 10 hours or more.

7.5 The daily subsistence allowance for official business travel of 24 hours or more shall be computed as follows:

(a) The full day's allowance shall be paid for the first day of arrival at the rate applicable to the location of arrival;

(b) For each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences), a full day's allowance shall be paid, except that no allowance shall be paid for the day on which the official business travel is concluded;

(c) Subsections 7.5 (a) and (b) are further subject to the following: no subsistence allowance shall be payable to staff members or other United Nations travellers while in flight from one location to another, including while on an intermediate connection for the purpose of making an onward connection, whether on a single or multiple leg journey. However, subsistence allowance shall be payable under those circumstances to members of organs and/or subsidiary organs, committees, councils and commissions of the United Nations.

7.6 The rate applicable for each 24-hour period shall be that for the location at which the staff member spends the night.

Section 8
Hotel arrangements

All United Nations travellers, prior to commencing official business travel, should ensure that hotel arrangements made by them or for them are in line with the room rate as a percentage of the subsistence allowance as promulgated by ICSC.[2]

Section 9
Daily subsistence allowance during authorized leave

9.1 Pursuant to staff rule 7.10 (f), and subject to section 9.2 below, the daily subsistence allowance shall not be paid in respect of any period of annual leave taken by the staff member, except for annual leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is on official business travel.

9.2 The allowance shall not, in any event, be paid in respect of annual leave taken at the conclusion of official business travel but prior to the staff member's return to his or her official duty station.

9.3 The allowance shall also not be paid in respect of any period of special leave taken by the staff member.

9.4 Further pursuant to staff rule 7.10 (f), a subsistence allowance shall continue to be paid during periods of sick leave while on official business travel, except that, if the traveller is hospitalized, only one third of the applicable daily rate shall be paid.

9.5 Staff members who are required to perform official duties, i.e., attend to official business on behalf of the Organization, while on home leave or family visit travel shall be paid the applicable subsistence allowance if they are required to use and pay for commercial accommodation, subject to the presentation of proof of payment, i.e., hotel receipts. In all other instances, 50 per cent of the applicable daily subsistence allowance shall be paid. The allowance shall be payable for the day[s] the staff members are required to conduct the official business of the Organization.

[2] http://icsc.un.org.

9.6 Conditions under which daily subsistence allowance may be payable during medical evacuation are elaborated in administrative instruction ST/AI/2000/10, entitled "Medical evacuation", or as superseded.

Section 10
Final provisions

10.1 The present administrative instruction shall enter into force on the date of its issuance. Daily subsistence allowance authorized in connection with official business travel that has been approved through the issuance of a travel authorization prior to the entry into force of the present administrative instruction shall continue to be implemented under the provisions of administrative instruction ST/AI/1998/3, as amended by ST/AI/2003/9.

10.2 Administrative instructions ST/AI/1998/3 of 23 January 1998 and ST/AI/2003/9 of 7 January 2004 are hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management